

RHS, RBS, RUS, FSA, USDA

Pt. 1944, Subpt. I, Exh. E

**EXHIBIT D TO SUBPART I OF PART 1944—
SELF-HELP TECHNICAL ASSISTANCE
GRANT PREDEVELOPMENT AGREEMENT**

This grant predevelopment agreement dated, _____, 19____, is between

a nonprofit corporation ("Grantee"), organized and operating under

(authorizing State statute)

and the United States of America acting through the Farmers Home Administration, Department of Agriculture ("FmHA") or its successor agency under Public Law 103-354.

In consideration of financial assistance in the amount of \$ _____ ("Grant Funds") to be made available by FmHA or its successor agency under Public Law 103-354 to Grantee under section 523 (b)(1)(A) of the Housing Act of 1949 to be used in (specify area to be served) _____ for the purpose of developing a program of technical and supervisory assistance which will aid low-income families in carrying out mutual self-help housing efforts, Grantee will provide such a program in accordance with the terms of this Agreement and FmHA or its successor agency under Public Law 103-354 regulations.

Grant funds will be used for authorized purposes as contained in §1944.410(d) of 7 CFR part 1944, subpart I, as necessary, to develop a complete program for a self-help TA grant. This will include recruitment, screening, loan packaging and related activities for prospective self-help participants.

Agreed to this _____ day of _____, 19____.

(Name of Grantee)

By _____
(Signature)

(Title)

United States of America

By _____
(Signature)

(Title)

Farmers Home Administration or its successor agency under Public Law 103-354

**EXHIBIT E TO SUBPART I OF PART 1944—
GUIDANCE FOR RECIPIENTS OF SELF-
HELP TECHNICAL ASSISTANCE
GRANTS (SECTION 523 OF HOUSING
ACT OF 1949)**

7 CFR part 1944, subpart I provides the specific details of this grant program. The following is a list of some functions of the grant recipients taken from this subpart. With the list are questions we request to be

answered by the recipients to reduce the potential for fraud, waste, unauthorized use or mismanagement of these grant funds. We suggest the Board of Directors answer these questions every six months by conducting their own review. Paid staff should not be permitted to complete this evaluation.

A. FAMILY LABOR CONTRIBUTION

- | | | |
|--|-----|----|
| 1. Does your organization maintain a list of each family and a running total of hours worked (when and on what activity)? ... | Yes | No |
| 2. Are there records of discussions with participating families counselling them when the family contribution is falling behind? | Yes | No |
| 3. Are there obstacles which prevent the family from performing the required tasks? | Yes | No |

B. USE OF GRANT FUNDS

- | | | |
|--|-----|----|
| 1. Were grant funds used to pay salaries or other expenses of personnel not directly associated with this grant? | Yes | No |
| 2. Were grant funds used to pay for construction work for participating families? | Yes | No |
| 3. Were all purchases or rentals (item and cost) of office equipment authorized? | Yes | No |
| 4. Are all office expenses authorized by 7 CFR part 1944, subpart I? | Yes | No |
| 5. Was a record of long distance telephone calls maintained and was that log and telephone checked? | Yes | No |
| 6. Was all travel and mileage incurred for official business and properly authorized in advance? | Yes | No |
| 7. Were mileage and per diem rates within authorized levels? | Yes | No |
| 8. Were participating families charged for use of tools? | Yes | No |
| 9. Were grant funds expended to train grant personnel? | Yes | No |
| 10. Was training appropriate for the individual trainee? | Yes | No |
| 11. Were any technical or consultant services obtained for participating families? | Yes | No |
| 12. Were the provided technical or consultant services appropriate in type and cost? | Yes | No |

C. FINANCIAL RESPONSIBILITIES

- | | | |
|---|-----|----|
| 1. Does each invoice paid by the grant recipient match the purchase order? | Yes | No |
| 2. Does each invoice paid by the borrower and FmHA or its successor agency under Public Law 103-354 match the purchase order? | Yes | No |